

# Missouri Department of Transportation Job Description

**Job Title:** Legal Assistant

**Title Code:** R03047

**Salary Grade:** 3

**Exemption Status:** Non- Exempt

**Supervisory Responsibilities:** None

**District/Division:** Central and District Offices - Chief Counsel's Office

**Effective Date:** 12-16-2024

**Replaces (Effective Date):** 07-01-2022

## **General Summary**

The legal assistant performs routine entry-level activities regarding technical and administrative support to the attorneys, paralegals, and to Chief Counsel's Office including preparing reports, processing legal documents, and maintaining and purging records. Responsibilities are performed under direct supervision.

## **Minimum/Required Qualifications**

- Two years of college or Associate's Degree in Legal Studies or related field, **OR**
- Two years of experience providing technical and administrative support in a legal setting.

## **Special Working Conditions/Job Characteristics**

- Job may require occasional, statewide, overnight travel.

## **Examples of Work**

1. Maintains and checks various office reports and records for compliance with office requirements; reviews items for accuracy or data and mathematical computations; consolidates data and prepares various office and personnel reports; records, tabulates and categorizes items.
2. Maintains office/legal library files that include records, office manuals, and books relative to legislative activities, litigation, administration, and legal research; maintains other files as needed.
3. Inputs, accesses, and establishes computer data files and records.

4. Maintains docket control system by calendaring dates to ensure that deadlines are met.
5. Trains and directs the work of other secretarial or clerical personnel.
6. Serves as backup to executive assistant or office agent.
7. May do research and secure requested case materials using library materials; retrieves files, manuals, books, and records; may search files, manuals, books, and records for specific items as requested.
8. May assist in the drafting of draft pleadings, briefs, bills, administrative rules, agreement contracts, deeds, and other documents.
9. May compose correspondence reports, proposals, and related documents; works from rough drafts, shorthand notes, or dictating equipment; proofreads completed work for accuracy and content; generates computer graphs, PowerPoint presentations, charts and reports, litigation exhibits; verifies data and the accuracy of data.
10. Performs other responsibilities as required or assigned.